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17 FEB 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Necessary Increase in Printing Services Division T/O -
OCI Plant

1. This memorandum contains a recommendation for Deputy Director (Support) approval. Such recommendation is contained in paragraph 5.
2. The Current Intelligence Bulletin has recently been revised in format. This revised format contains many additional graphics, and the publication time has been extended to 0645 hours. There has also been a considerable increase in graphics material in other OCI bulletins.
3. This situation has greatly increased the workload on the Printing Plant serving OCI. The personnel in this plant, which numbers eight, is now required to work excessive overtime and irregular hours. In addition, they are frequently called in late at night to make changes and to assure publication of the bulletins by 0645 hours. Typical of the seriousness of this situation for the personnel involved is the fact that several employees worked twenty-four hours straight in publishing the last weekly and daily bulletins. This occurred on 13 February 1958. Three hundred sixty (360) hours of overtime was worked in this plant in January, and this amount will be greatly exceeded in February as the trend is steadily upward.
4. This situation has been studied in order to find immediate relief for the employees of the OCI Plant and at the same time continue the support required of this important series of publications. There is immediate need to increase the one-man night shift to three men, and to establish a three-man third shift. Also needed are two additional personnel to relieve the pressure on Wednesday and Thursday nights when two weekly bulletins must be produced simultaneously with the Current Intelligence Bulletin. This requires an increase of seven slots in the T/O of the Que Building Plant.
5. Approval is requested to increase the ceiling of the Printing Services Division and the Office of Logistics by seven slots in order to render satisfactory support to OCI intelligence printing and to reduce the overtime and irregular hours required of the employees of this plant.

JAMES A. GARRISON
Director of Logistics

OL 8-0875

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Necessary Increase in Printing Services Division T/O - OCI Plant

The recommendation contained in paragraph 5 is APPROVED: subject to a

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Date

management study of this question. I have directed Chief, Mgmt. Staff to undertake such a study immediately. Recruitment should not be held up, however, since some additional personnel will no doubt be needed and the study should be completed

/s/
L. K. WHITE and acted upon faster Deputy Director than personnel can be (Support) recruited.

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/s/
LKW

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